

Episcopal Church Women of Province I Bylaws

Article I: Name

This organization shall be called the Episcopal Church Women (ECW) of Province I.

Article II: Purpose

The purpose of this organization shall be to unite and support the Episcopal Church Women of the New England dioceses in fellowship to carry on Christ's work of reconciliation, mission and ministry, and to take their place in the life, governance, and worship in the Church.

Article III: Membership

Membership in this organization shall be open to all women of the Episcopal Church in Province I.

Article IV: Officers

The officers of this organization shall be a President, a Vice-President, a Secretary and a Treasurer.

Article V: Election of Officers

The President, Vice President, Secretary, and Treasurer shall be elected and installed as "officers elect" at the Annual Business Meeting, held prior to the Triennial Meeting of the National Episcopal Church Women. They will work with the incumbent officer for a smooth transition and assume their duties at the conclusion of the Triennial Meeting. Officers shall serve for a term of three (3) years and may be elected to serve a second consecutive term in the same office.

Article VI: Duties of Officers

Section 1: The President shall:

- a. Preside at all Province I ECW business meetings.
- b. Keep in close communication with the representative to the National ECW Board and Representative to the UTO Board.
- c. Be in communication with Diocesan representatives and other Province representatives.
- d. Appoint committees as needed.
- e. Attend Triennial Meeting.
- f. Represent ECW at Synod meetings.
- g. Perform such other duties as pertain to her office.

Section 2: The Vice President shall be responsible for any program meetings of Province I ECW that may be held and perform the duties of the President during her absence or disability.

Section 3: The Secretary shall keep an accurate record of all meetings, maintain a file of essential records which shall be transferred to her successor at the close of her term of office, and shall perform such other duties as pertain to her office.

Section 4: The Treasurer shall:

- a. Be responsible for receipt of all Province I Episcopal Church Women's funds
- b. Pay all authorized bills and budgetary items. The fiscal year shall be January 1 through December 31.
- c. Submit interim reports to provincial meetings and a duly audited annual report to the Annual

Business Meeting of the Episcopal Church Women of Province I.

d. Bank Accounts shall be under the joint control of the Treasurer and President. There shall be joint signatures on all bank accounts.

- e. Be responsible for sending out an annual dues notice.

f. Maintain a file of essential records which shall be transferred to her successor at the close of her term in office.

Article VII: Executive Committee

Section 1: The Executive Committee shall consist of the officers and provincial representatives of the National Board of the Episcopal Church Women (ECW), and the United Thank Offering (UTO) Board.

Section 2: The Executive Committee shall be authorized to transact business between the meetings of the Province I Board and shall make interim appointments and fill vacancies when necessary. A written report shall be sent to the Province I Board within 15 days of any decision made by the Executive Committee.

Section 3: Four (4) members constitute a quorum.

Section 4: In case of an all new board, the newly elected president may appoint a past Province president or vice president as advisor who shall serve a term of at least one year with seat and voice, but no vote.

Article VIII: Province I Board

The Province I Board shall consist of the officers, the provincial board representative to the United Thank Offering (UTO) Board, the provincial representative to the National Board of the Episcopal Church Women (ECW) an Episcopal Church Women's Representative from every diocese in Province I, and representatives of affiliated agencies. Affiliated agencies shall be responsible for providing representation on the Province I Board. These may include Altar Guild, Daughters of the King, Girls Friendly Society, the Church Periodical Club, and National Cathedral Association.

Article IX: Election of Provincial Representatives

A provincial representative to the United Thank Offering Board, and a provincial representative to the National Board of the Episcopal Church shall be elected at the Annual Business Meeting prior to the ECW Triennial Meeting to serve for a term of three (3) years. National ECW and UTO Board bylaws supersede the Province 1 ECW bylaws if a conflict exists.

Article X: Duties of Provincial Representatives

Section 1: Each of the provincial representatives shall attend their organization's official meetings and serve respectively as liaisons between the United Thank Offering Board, the National Board of the Episcopal Church Women and the Episcopal Church Women of Province 1.

Section 2: Vacancies in any of these offices shall be filled by the Executive Committee as directed in Article VII. The appointed representative will serve the remainder of the representative's term.

Article XI: Nominations

Section 1: A nominating coordinator shall be appointed by the President for a term of three (3) years.

Section 2: Nomination papers shall be available sixty (60) days before the Annual Business Meeting and must be returned at least thirty (30) days before the Annual Business Meeting.

Article XII: Meetings

The Annual Business Meeting of the Episcopal Church Women of Province I shall be at a place and time in each year as the Executive Committee may decide. Additional meetings may be held at the discretion of the Executive Committee. All meetings may be held in person or by any electronic platform where all persons participating in the meeting can hear each other. A quorum for all Business Meetings shall consist of at least twelve (12) ECW delegates representing at least four (4) Dioceses.

Article XIII: Voting Representation at Annual Business Meeting

Section 1: Each diocesan ECW delegation in attendance shall have one vote regardless of the number of delegates it may send to the meeting.

Section 2: In the event of a tie vote the President shall cast the deciding vote.

Article XIV: Amendments

These by-laws may be amended by two-thirds vote of the delegates present at the Annual Business Meeting provided that a copy of the amendment(s) has been sent to the Episcopal Church Women of each diocese at least thirty (30) days prior to the meeting.

Article XV: Parliamentary Rules

The current edition of Robert's Rules of Order Newly Revised shall be the authority for all matters of parliamentary procedure not specifically covered by these by-laws.

Adopted: June 1977

Revised: June 1982, June 1993, March 1995, November 2003

Amended: November 20, 2009, September 17, 2010

Amended: October 13, 2012

Amended: October 13, 2018

Amended: March 22, 2021

Amended June 4, 2022